

## Human Resources

Subject:	<b>UCC TAFE 1/14</b>		
Chair:	Andrew Cleary, Manager, Workplace Relations		
Present:	Julie-Anne Noble, Carl Trotta, Michele Le Noury, Erich Sinkis (AEU).		
Apologies:	Nil.		
Venue:	Business Development Meeting Room (A016), SMB Campus	Date:	Tuesday, 18 February 2014
Meeting opened:	3:15pm	Meeting closed:	3:40pm

## Minutes of Previous Meeting

Minutes from the previous meeting were accepted as circulated.

## Actions Arising From the Previous Report

### TAFE Restructure Update

Andrew noted a confirmed list of course closures as a result of the TAFE Restructure was forwarded to the AEU. Andrew advised there are no further updates in relation to additional course closures as a result of TAFE offerings based on enrolments as enrolment numbers are yet to be confirmed for 2014.

### Call for Nominations – Replacement UCC Employee Representative

Andrew advised that due to the resignation of UCC member Steve Matheson and pursuant to clause 9.3 of the MBA, he shall proceed with calling for nominations for a replacement representative via FedNews. Andrew will complete over the next week and advise the AEU when the notice has been distributed.

### Federation College Structure

Carl reported the new structure has now been finalised. The incumbents of the existing 2 Program Coordinator roles both applied for the 2 Program Manager roles through a competitive recruitment process and were both successful in obtaining a Program Manager position each.

### Unsatisfactory Performance Review Process

Andrew recommended this item be moved to become part of Enterprise Bargaining for an MBA-successor agreement that is due to commence shortly.

### Excess Teaching Duty Hours within the Industry Skills Centre

Carl reported he has advised the Executive and Associate Directors that pursuant to cl 19.16 of the MBA, the University must consult and negotiate any allocation of excess teaching duties with its teaching staff. The AEU noted they have advised members report any unreasonable requests to perform excess teaching duty hours.

## General Business

### Assessment / Casual Pay Rates

Julie-Anne reported an Industry Skills Centre staff member located at the Wimmera Campus was conducting assessment in the work place for 3 hours and it was suggested that they only be paid 2 hours as each hourly rate is inclusive of prep and correction.

### Conversion Applications to Continuing and Non-Casual Employment

Andrew reported that for 2013 there were:

- > 4 requests to convert to continuing were received from fixed-term teaching staff. All 4 were approved. Note: these statistics do not include requests from the School/College/Centre to convert a teacher to ongoing.
- > 5 requests to convert to non-casual employment were received from casual teaching staff. All 5 were approved. Note: Pursuant to clause 13.9 of the MBA, the University must take reasonable steps from time to time to inform casual employees of the conversion provisions of this agreement. Andrew noted this is advertised in the terms and conditions page on the back of casual/sessional employment contracts.

### Enterprise Bargaining – A Schedule of Meetings

Andrew acknowledged receipt of an email from the AEU requesting a meeting schedule be drafted by 28 February. Andrew advised Wes, Michelle and himself have recently met and would like to conduct a meeting the following week as Wes is on leave next week. The AEU requested Andrew confirm this in a written response.

The AEU stated they wish to progress bargaining. Michelle agreed and noted the University is getting its bargaining team together and obtaining instructions concerning bargaining and a management log.

## Other Business

### 2 Gippsland TAFE's

Julie-Anne queried what is happening with the two Gippsland TAFE's as mentioned in the Vice-Chancellor's recent newsletter.

Michelle noted the University is not aware of any further information other than due diligence is still occurring. These continuing discussions were noted in the Vice-Chancellor's newsletter.

### Date of Next Meeting

The next meeting will be held on Tuesday, 25 March 2014 at 3:15pm in the Vice-Chancellor's Office Meeting Room (T016), Mt Helen Campus.